

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
August 20, 2024**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Kings Park building, Kings Park, New York, on the 20th day of August, 2024. The meeting was called to order at 6:30 pm with the pledge of allegiance to the flag.

The following Library Trustees were present: Brianna Baker-Stines, Mildred Bernstein, Barbara Deal, Howard Knispel, Christopher Sarvis and Theresa Stabile. Library Board President Annette Galarza was absent with prior notice.

Also present were Library Director Robert Lusak, Assistant Library Director Eileen Caulfield, Assistant Library Director Patricia Thomson, Clerk Lauren Gunderson and Secretary Linda Taurassi. Treasurer Kevin Miller was absent with prior notice.

Mildred Bernstein, Vice President of the Board of Trustees, acted as Chairperson of the meeting.

1. The meeting was taken out of order to allow for the presentation of Certificates of Appreciation for the Battle of the Books Commack Team. The Commack Team came in third place out of 29 teams in Suffolk County, in addition to winning the "Best Vibes" award given by their peers.
2. At this time Library Director Robert Lusak gave the Library Board an update on the state of the Smithtown Library building after the devastating damage caused by the catastrophic flooding of the basement of the Smithtown building on Sunday evening, August 18th. The Library Director reported that the flood waters had risen several feet high and caused severe damage to everything in the basement, including the Library's Long Island History Room where its archival materials were stored.

WHEREAS, the Library's Smithtown building suffered catastrophic damage on August 18-19, 2024 as a result of the extraordinary wind/rain/flooding conditions necessarily causing its closing until a to-be-determined date, the Board of Trustees of The Smithtown Library adopts the following measures until further notice:

- a) The Nesconset building will extend its Friday night hours to replicate those that had been observed at the Smithtown building;*
- b) The Nesconset building will observe those Sunday hours that had been in effect at the Smithtown building;*
- c) The alternate site to be utilized to conduct the October 15, 2024 Library budget vote/trustee election activities that had been scheduled at the Smithtown building will be at the Nesconset building.*

Trustee Brianna Baker-Stines moved item a; seconded by Trustee Howard Knispel and adopted 6-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

Trustee Brianna Baker-Stines moved item b; seconded by Trustee Christopher Sarvis and adopted 6-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

Trustee Howard Knispel moved item c; seconded by Trustee Brianna Baker-Stines and adopted 6-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

The meeting returned to order and continued with the approval of the minutes.

READING AND APPROVAL OF MINUTES

3. APPROVAL OF MINUTES

Library Board Vice President Mildred Bernstein moved to approve the adoption of the following resolution:

- a. *RESOLVED, that the REGULAR MEETING MINUTES of July 16, 2024 be approved as presented.*

The motion was seconded by Trustee Barbara Deal and adopted 6-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

REPORTS OF OFFICERS, BOARDS, STANDING COMMITTEES & DIRECTOR'S REPORT

4. The BUDGET AND FINANCE COMMITTEE report was presented by Budget and Finance Committee Liaison Howard Knispel, who moved to approve the adoption of resolution "a":

- a. **TREASURER'S REPORT**

RESOLVED, that the TREASURER'S REPORT for the month ended July 31, 2024 be approved for filing (copy of report appended to the original of these minutes).

The motion was seconded by Trustee Christopher Sarvis and adopted 6-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

b. WARRANTS

Budget and Finance Committee Liaison Howard Knispel moved to approve the adoption of resolution “b”:

RESOLVED, that the following WARRANTS be approved for payment:

i. Warrant #24 - August	(“L” fund) PREPAYS	\$ 35,348.61
ii. Warrant #24 - August	(“L” fund) WARRANT	\$ 515,147.35
iii. Warrant #24 - August	(“M” fund) WARRANT	\$ 1,000.00
iv. Warrant #24 - August	(PAYROLL #15 – 7/19/24)	\$ 286,261.02
v. Warrant #24 - August	(PAYROLL #16 – 8/2/24)	\$ 267,348.66
vi. Warrant #24 - August	(PAYROLL #17 – 8/16/24)	\$ 277,804.82
vii. Warrant #24 - August	(RETROACTIVE January – July)	\$ 116,642.64

The motion was seconded by Trustee Brianna Baker-Stines and adopted 6-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

c. BUDGET TRANSFER

Budget and Finance Committee Liaison Howard Knispel moved to approve the adoption of resolution “c”:

RESOLVED, that the Board of Trustees of The Smithtown Library authorizes the Business Manager to execute a budget transfer for \$12,227.37 to decrease budget line L.2000 (Computer Equipment) and increase budget line L.4320 (Computer Supplies & Services).

The motion was seconded by Trustee Brianna Baker-Stines and adopted 6-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

5. The PERSONNEL COMMITTEE report was presented by Personnel Committee Liaison Theresa Stabile who moved to approve the adoption of resolution “a”:

a. PERSONNEL CHANGES

RESOLVED, that the following PERSONNEL changes be approved as presented:

Full-Time/Promotional Appointments:

- i. *Permanent full-time promotional appointment of **Anne Sancilio** to the position of Principal Library Clerk, Circulation Department, Commack building, at an annual rate of pay of \$64,341.00, subject to a 12-week probationary period, effective August 21, 2024 (to fill the vacancy created by the retirement of Deborah O’Leary, effective 6/29/24).*
- ii. *Release of **Angelique Daley** from a full-time provisional appointment into a permanent full-time promotional appointment for the position of Senior Library Clerk, Circulation Department, Kings Park building, at an annual rate of pay of \$53,992.00, subject to a 12-week probationary period, nunc pro tunc, effective July 19, 2024 (to fill the vacancy created by the reassignment of Karen Conte to the Smithtown building, effective 4/8/2024).*

Part-time/Temporary Appointments:

- iii. *Part-time appointment of **Danica Condon** to the position of Page, Smithtown building, at an hourly rate of pay of \$16.00, effective August 26, 2024 (to fill the vacancy created by the resignation of Aidan Quinn, effective 7/25/24).*
- iv. *Part-time appointment of **Brian Holtje** to the position of Groundskeeper I, all buildings, at an hourly rate of pay of \$18.58, effective September 4, 2024 (to fill the vacancy created by the resignation of Cody Beck, effective 7/9/24).*
- v. *Temporary appointment of **Shannon Hughes** to the position of Librarian I on a call-in basis, at an hourly rate of pay of \$34.64, effective September 7, 2024.*

Leave Requests:

- vi. *Childcare leave of absence without pay for **Kimberly McCarthy**, Librarian II, Children's Services, Nesconset building, effective September 11, 2024 through December 20, 2024.*
- vii. *Leave of absence without pay for **Joyce O'Hara**, Page, Smithtown building, effective September 10, 2024 through September 24, 2024.*

Resignations:

- viii. *Resignation of **Loriana Donovan**, call-in Librarian Trainee, Children's Services, effective August 14, 2024.*
- ix. *Resignation of **Christopher Piazza**, call-in Custodial Worker I, all buildings, effective August 14, 2024.*

The motion was seconded by Trustee Howard Knispel and adopted 6-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

Personnel Committee Liaison Theresa Stabile moved to approve the adoption of resolution “b”:

b. *RECLASSIFICATION OF TITLE*

*Resolved, that the Board of Trustees of The Smithtown Library does hereby accept the Department of Civil Service decision to reclassify the position of **Julie DeLaney**, from “Librarian III” to “Librarian IV” based on the added responsibilities of Building Head duties, and be it*

*FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve the permanent full-time promotional appointment of **Julie DeLaney** to the position of Librarian IV, Nesconset Building Head and Head of Community Relations Department, at an annual base rate of pay of \$114,740.00, effective August 21, 2024.*

The motion was seconded by Trustee Howard Knispel and adopted 6-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

Personnel Committee Liaison Theresa Stabile moved to approve the adoption of resolution “c”:

c. CONFERENCE ATTENDANCE REQUESTS

RESOLVED, that the following CONFERENCE/ATTENDANCE requests set forth hereinafter are hereby approved:

- i. *That Library Director **Robert Lusak**, Administration Department, Nesconset building, be authorized to attend the New York Library Association (NYLA) 2024 Conference and Tradeshow, sponsored by the New York Library Association, to be held in Syracuse, NY, from November 6, 2024 through November 9, 2024, with reimbursement for reasonable expenses incurred with the display of certified receipts.*
- ii. *That **Marissa Cuebas**, Librarian I, Reference Department/LI Room, Smithtown building, be authorized to attend, on paid release time, the “29th Annual Archives Conference: Connecting to Communities”, sponsored by the Long Island Library Resources Council (LILRC), on October 21, 2024, to be held at SUNY Old Westbury, Glen Head, NY, with reimbursement for a registration fee of \$35.00.*
- iii. *That **Julie DeLaney**, Librarian IV, Nesconset Building Head & Head of Community Relations, Nesconset building, be authorized to attend, on paid release time, the New York Library Association (NYLA) 2024 Conference and Tradeshow, sponsored by the New York Library Association, to be held in Syracuse, NY, from November 6, 2024 through November 9, 2024, with reimbursement for a registration fee of \$295.00, plus other reasonable expenses incurred, not to exceed \$1,000.00.*
- iv. *That **Colleen Navins**, Librarian III, Teen Services, Smithtown building, be authorized to attend, on paid release time, the “2024 Fall Literature Conference,” sponsored by CLASC (Children’s Librarians Association of Suffolk County), on October 17, 2024, to be held at the Courtyard Marriot Long Island, located in Ronkonkoma, NY, with reimbursement for a registration fee of \$95.00.*
- v. *That **Caren Zatyk**, Librarian III, Long Island Room, Smithtown building, be authorized to attend, on paid release time, the “29th Annual Archives Conference: Connecting to Communities”, sponsored by the Long Island Library Resources Council (LILRC), on October 21, 2024, to be held at SUNY Old Westbury, Glen Head, NY, with reimbursement for a registration fee of \$35.00.*

The motion was seconded by Trustee Barbara Deal and adopted 6-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

6. The BUILDINGS & GROUNDS COMMITTEE report was presented by Buildings & Grounds Committee Liaison Brianna Baker-Stines, who invited architect John Tanzi to make his presentations to the Library Board.

a. PRESENTATION: John Tanzi Architects

NOTE: The following items were on the August 20, 2024 agenda; however, due to the catastrophic flooding and resulting devastating damage to the Smithtown building's basement, no action was taken on these resolutions:

- Smithtown Building - Lower Level Interior Renovations

- i. *RESOLVED, that the Board of Trustees of The Smithtown Library approves the recommendation of John Tanzi Architects to award Fidele Construction Inc. for Demolition Services, with expenses not to exceed \$32,400.00, relative to the Smithtown Lower Level Interior Renovations.*
- ii. *RESOLVED, that the Board of Trustees of The Smithtown Library approves the recommendation of John Tanzi Architects to award Fidele Construction Inc. for General Construction Services, with expenses not to exceed \$34,200.00, relative to the Smithtown building Lower Level Interior Renovations.*
- iii. *RESOLVED, that the Board of Trustees of The Smithtown Library approves the recommendation of John Tanzi Architects to award Fidele Construction Inc. for Flooring & Installation, with expenses not to exceed \$33,500.00, relative to the Smithtown building Lower Level Interior Renovations.*
- iv. *RESOLVED, that the Board of Trustees of The Smithtown Library approves the recommendation of John Tanzi Architects to award Fidele Construction Inc. for HVAC Renovation Services, with expenses not to exceed \$ 28,800.00, relative to the Smithtown building Lower Level Interior Renovations.*
- v. *RESOLVED, that the Board of Trustees of The Smithtown Library approves the recommendation of John Tanzi Architects to award Fidele Construction Inc. for Electrical & Fire Alarm Renovation, with expenses not to exceed \$28,500.00, relative to the Smithtown building Lower Level Interior Renovations.*

- Nesconset & Kings Park Buildings – EV Charging Stations

Architect John Tanzi presented his recommendations for the EV Charging Stations in the Nesconset and Kings Park buildings.

Trustee Brianna Baker-Stines moved to approve the adoption of the following resolution:

- vi. *RESOLVED, that the Board of Trustees of The Smithtown Library approves the recommendation of John Tanzi Architects to award Plugin Stations Online, LLC (PISO) for EV Charging Stations Equipment & Installation, with expenses not to exceed \$181,695.00, relative to the EV Charging Station Project at The Smithtown Library's Nesconset building.*

The motion was seconded by Trustee Howard Knispel and adopted 6-0 after discussion by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

Trustee Brianna Baker-Stines moved to approve the adoption of the following resolution:

vii. RESOLVED, that the Board of Trustees of The Smithtown Library approves the recommendation of John Tanzi Architects to award Plugin Stations Online, LLC (PISO) for EV Charging Stations Equipment & Installation, with expenses not to exceed \$125,128.00, relative to the EV Charging Station Project at The Smithtown Library's Kings Park building.

The motion was seconded by Trustee Howard Knispel and adopted 6-0 after discussion by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

- All Buildings – Facility Evaluation & Proposed Upgrades Report

Architect John Tanzi presented the “Facility Evaluation & Proposed Upgrades” report on the Smithtown, Commack, Kings Park and Nesconset buildings. The purpose of the report is to assist the Library in defining facility upgrades that would address program, operational, maintenance and aesthetic needs. Mr. Tanzi offered his recommendations along with estimated budgets based on public bidding & prevailing wage rates.

Library Board Vice President Mildred Bernstein moved to accept the “Facility Evaluation & Proposed Upgrades” report as presented by John Tanzi Architects.

The motion was seconded by Trustee Brianna Baker-Stines and adopted 6-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

b. SECURITY GUARD SERVICE AGREEMENT

Trustee Brianna Baker-Stines moved to approve the adoption of the following resolution:

RESOLVED, that the Board of Trustees of The Smithtown Library authorizes the Library Director, nunc pro tunc, to solicit bids for a Security Guard Service Agreement for the Smithtown Special Library District.

The motion was seconded by Trustee Christopher Sarvis and adopted 6-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

c. ELEVATOR PREVENTIVE MAINTENANCE/SERVICE AGREEMENT – Island Elevator

Trustee Brianna Baker-Stines moved to approve the adoption of the following resolution:

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to renew a contract agreement with Island Elevator (NYS Contract PS70072SB – Award 23271, Contract Period July 20, 2023 -- July 19, 2028) for the period October 1, 2024

through September 30, 2025 for the second renewal of a five-year optional ordering period, for the purpose of the elevator preventative maintenance/service agreement, for the Smithtown, Commack, Kings Park and Nesconset buildings; the total annual cost for basic inspection services covered under the 2024-2025 term shall not exceed \$11,000.00 (note: as needed, "per-call" service calls outside of normal business hours, "due to" issues and other services outside of the preventative maintenance/service agreement, and additional NYS Required Periodic Inspection & Testing may incur an additional expense). Subsequent renewals for a period of one year at the cost projected will be considered (pending Board approval and funding) at the annual anniversary date.

The motion was seconded by Trustee Theresa Stabile and adopted 6-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

7. The COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison Christopher Sarvis, who moved to approve the adoption of resolution "a":

- a. MEMORIAL DONATION – Margaret Cush Grasso – In memory of Anne Ramer

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Margaret Cush Grasso for the generous grand total donation of two hundred dollars (\$200.00) consisting of forty (40) \$5 gift cards in memory of deceased friend Anne Ramer; and be it

RESOLVED that, as requested, the gift cards will be used as prizes at adult Bingo events; and be it

FURTHER RESOLVED, that, as requested, a sticker will be attached to each gift card with the following statement: "A gift to you in honor and memory of Anne, a fun loving friend".

The motion was seconded by Trustee Barbara Deal and adopted 6-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

Communications Committee Liaison Christopher Sarvis moved to approve the adoption of resolution "b":

- b. MEMORIAL DONATION – Adrienne N. Lauer – in memory of Arthur Emmet Lauer

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Adrienne N. Lauer of Upper Saddle River, NJ, for the generous donation of four hundred and twenty dollars (\$420.00) in memory of her father-in-law Arthur Emmet Lauer; and be it

RESOLVED, that, as requested, \$325.00 will be used to purchase a Peace Pole to be installed at the Nesconset building; and be it

FURTHER RESOLVED, that the remaining \$95.00 will be used to purchase a memorial plaque to be placed at the Peace Pole.

The motion was seconded by Trustee Theresa Stabile and adopted 6-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

8. The STRATEGIC PLANNING COMMITTEE.

There was no report of the Strategic Planning Committee

9. DIRECTOR'S REPORT – Robert Lusak, Library Director

The Library Director had nothing further to add to his report that had been submitted previously to the Library Board (copy of report appended to the original of these minutes).

UNFINISHED BUSINESS

10. NEW POLICY – Vehicle Idling Policy [Policy 200-30] (2nd reading)

Library Board Vice President Mildred Bernstein moved to waive the reading of the Vehicle Idling Policy [Policy 200-30]. The motion was seconded by Trustee Brianna Baker-Stines and adopted 6-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

Library Board Vice President Mildred Bernstein moved to approve the adoption of the Vehicle Idling Policy [Policy 200-30]. The motion was seconded by Trustee Howard Knispel and adopted 6-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

The purpose of this policy is to eliminate unnecessary idling of all vehicles on Library property. Vehicle idling wastes fuel, degrades air quality, and causes the unnecessary emission of pollutants and greenhouse gasses that promote the “greenhouse” effect. This policy is in accordance with New York State’s Climate Act which requires New York to reduce (economy-wide) greenhouse gas emissions 40 percent by 2030.

The Smithtown Library seeks to enhance the efficient use of vehicle fuels in an effort to reduce emissions and operating costs. To reduce deleterious emissions and improve air quality, all vehicles on Library property are prohibited to idle unnecessarily. Vehicle operators will adhere to the following standards:

- *Idling is prohibited (with the limited exceptions listed below) when the ambient temperature is above 32°F.*
- *5-minute maximum idle time limit when ambient temperature is 32°F and below.*
- *Vehicles will not be left idling when the operator is away from the vehicle (with the limited exceptions listed below).*
- *Idling is prohibited in ‘No Idle Zones’. Signs indicate the location of these zones.*

The following exceptions apply to the above policy:

- *Emergency response vehicles when responding to an emergency.*
- *Vehicles that must remain at a specific temperature to preserve onboard materials.*
- *Health or safety reasons (e.g., severe weather conditions, use of vehicle safety features).*
- *Below 0°F for diesel vehicles.*

Supervisors may approve exemptions for specific vehicles when warranted.

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

11. Upcoming Meetings:

- a. "SPECIAL" meeting of the Board of Trustees - 2025 Smithtown Library Budget Hearing – Tuesday, September 10, 2024 at 6:00 pm – Nesconset Building
- b. Next "Regular" meeting of the Board of Trustees - September 17, 2024 – 6:30 pm Nesconset building.

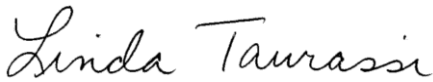
12. There being no further business, Library Board Vice President Mildred Bernstein moved to adjourn the meeting at 9:17 pm. The motion was seconded by Trustee Howard Knispel and adopted 6-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

Minutes approved this 17th day of September, 2024



Annette Galarza, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees